How to Review, Return for Edit, Certify and Submit a Filing My Plan Administration Account (My PAA)

Last Updated:
September 16th, 2021

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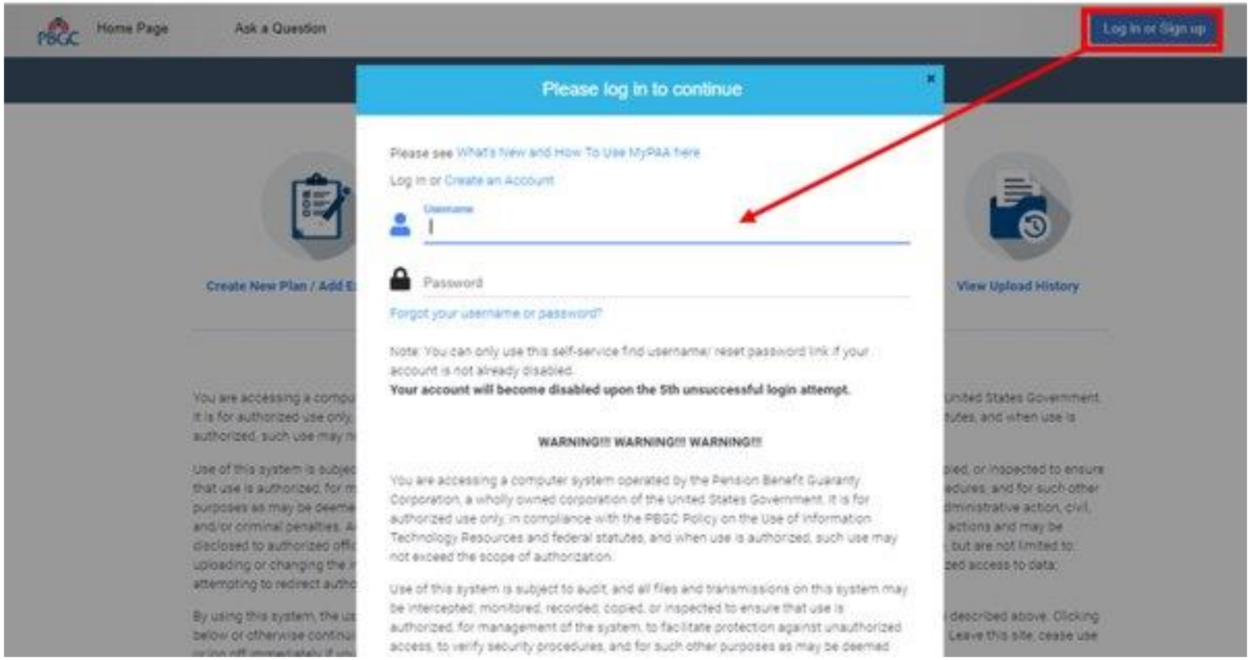
Filing Certification and Approval Process

- Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to PBGC.
  - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
  - Payment Preparer: They can submit ACH payment information through My PAA or indicate that the payment is being made outside of My PAA.
  - Plan Admin/Plan Admin Rep: They will review all of the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
    - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan's account.
- Flow of Certification and Approval Process

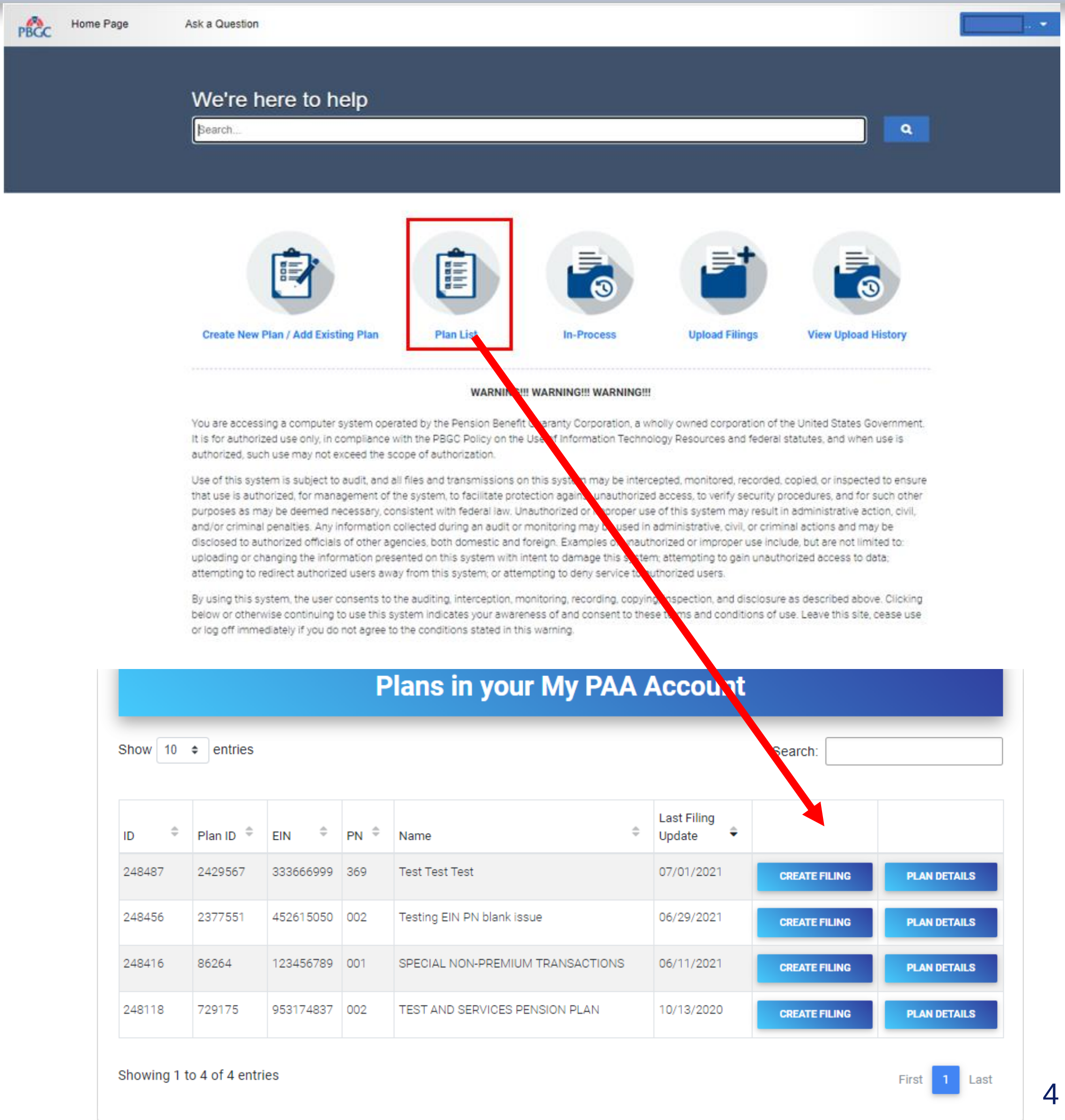
Login

- From the Home Page, click on the “Log in or Sign up” button to log in.
- Enter your Username into the field labeled username on the My PAA log in pop-up.
- Enter your Password into the field labeled “Password.”
- Click on the “Log In” button.



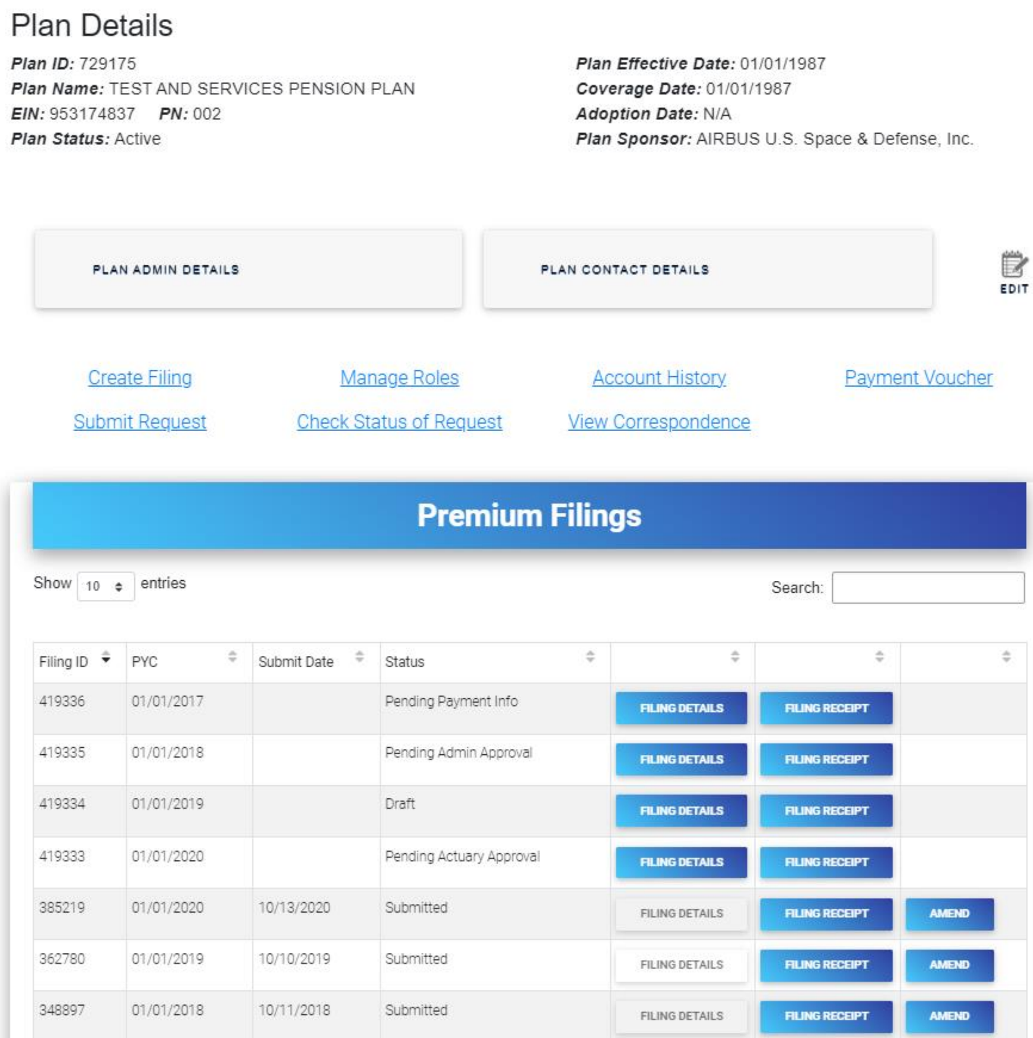
Plan List Page

- Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- From the Plan List Page, click on the “Plan Details” link for the plan you would like to certify, approve and/or submit a filing for.



Plan Details Page

- After you have selected the appropriate plan, review all the associated filings in the Premium Filings section.
- Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.
- You can only certify, approve and/or submit a filing that is not in “Draft” or “Submitted” status.
  - Please ensure you have the appropriate role to proceed with the corresponding action. See the 'How to Manage Roles' Demo for further details.



Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 **PN:** 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS | PLAN CONTACT DETAILS | EDIT

Create Filing | Manage Roles | Account History | Payment Voucher
Submit Request | Check Status of Request | View Correspondence

Premium Filings

Show 10 entries   Search:

Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018		Pending Admin Approval	FILING DETAILS	FILING RECEIPT	
419334	01/01/2019		Draft	FILING DETAILS	FILING RECEIPT	
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
385219	01/01/2020	10/13/2020	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
362780	01/01/2019	10/10/2019	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
348897	01/01/2018	10/11/2018	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

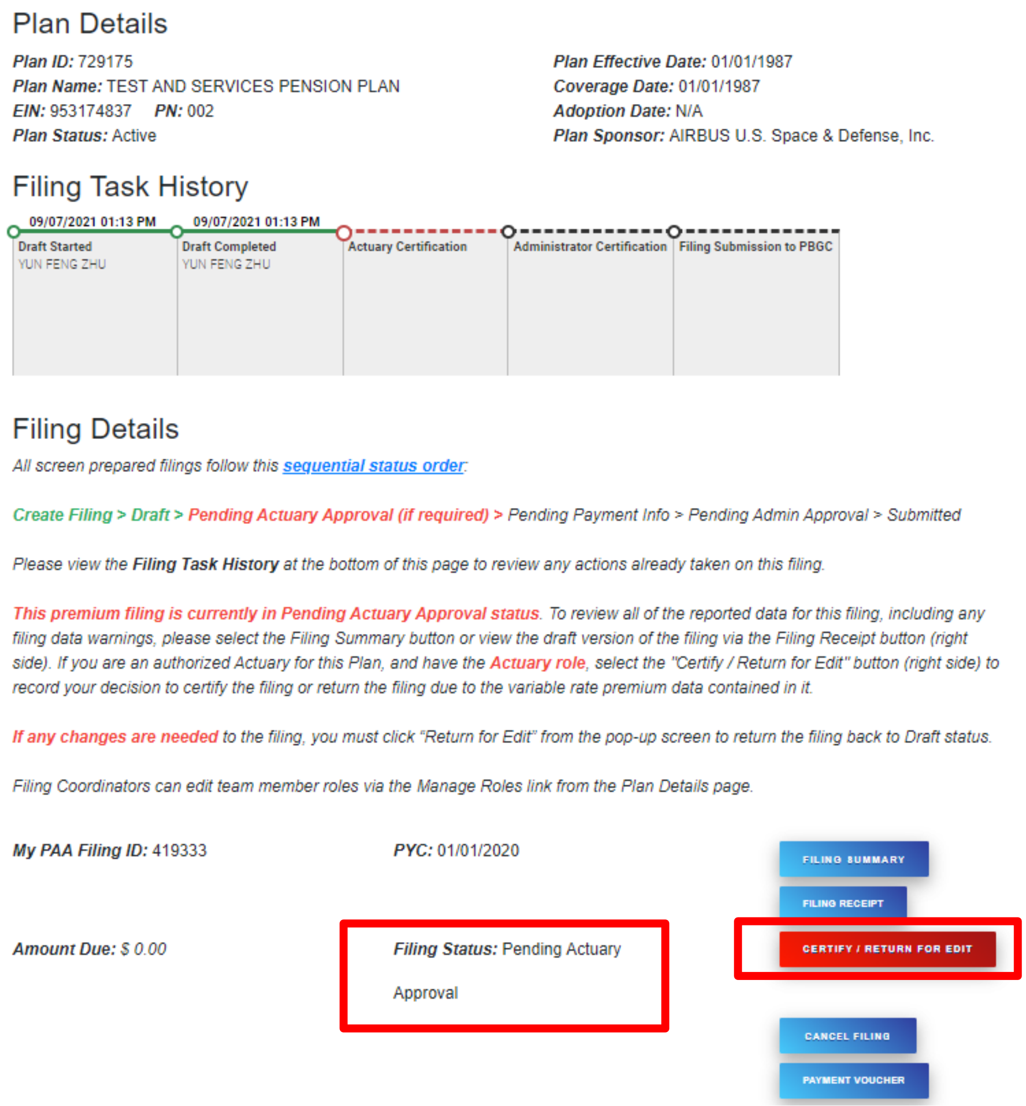
Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit

as Enrolled Actuary

- If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in that section of the filing is accurate.

- From the Filing Details Page, for a filing in 'Pending Actuary Approval' status, click on the "Click on the "CERTIFY / RETURN FOR EDIT" button.



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Filing Task History

Filing Details

All screen prepared filings follow this sequential status order:

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

*Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.*

This premium filing is currently in Pending Actuary Approval status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you are an authorized Actuary for this Plan, and have the Actuary role, select the "Certify / Return for Edit" button (right side) to record your decision to certify the filing or return the filing due to the variable rate premium data contained in it.

If any changes are needed to the filing, you must click "Return for Edit" from the pop-up screen to return the filing back to Draft status.

Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

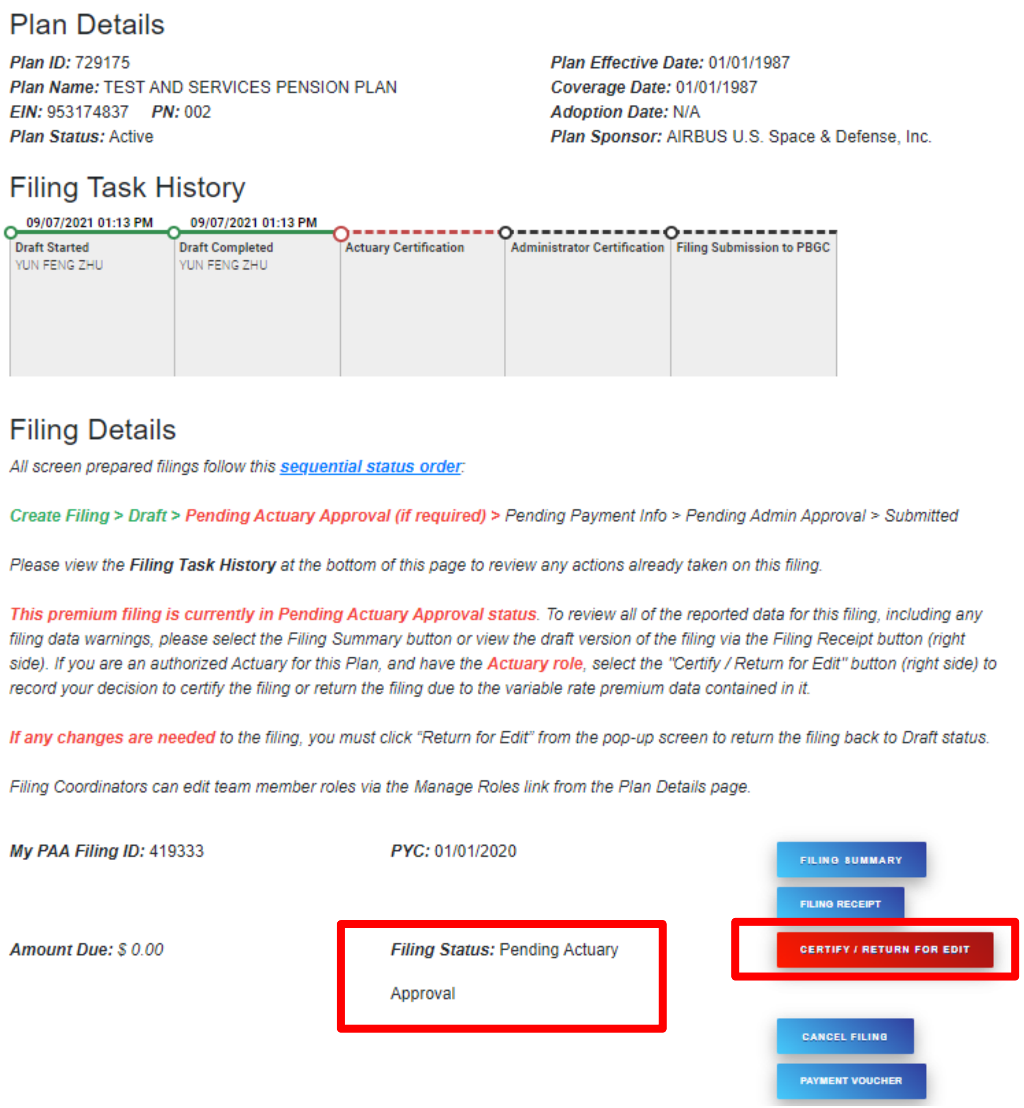
My PAA Filing ID: 419333
PYC: 01/01/2020
Amount Due: $ 0.00
Filing Status: Pending Actuary Approval

Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit

as Enrolled Actuary

- Click on the "CERTIFY / RETURN FOR EDIT" button
- The Variable-rate Premium details will appear in a pop-up window, as entered on the Comprehensive Premium Filing.
- If the Actuary finds that the VRP data is incorrect and must be edited, click on the "RETURN FOR EDIT" button, as shown on Slide 8.
- If the Actuary considers the information to be correct, click on the blue "CERTIFY" button, as shown on Slide 9.



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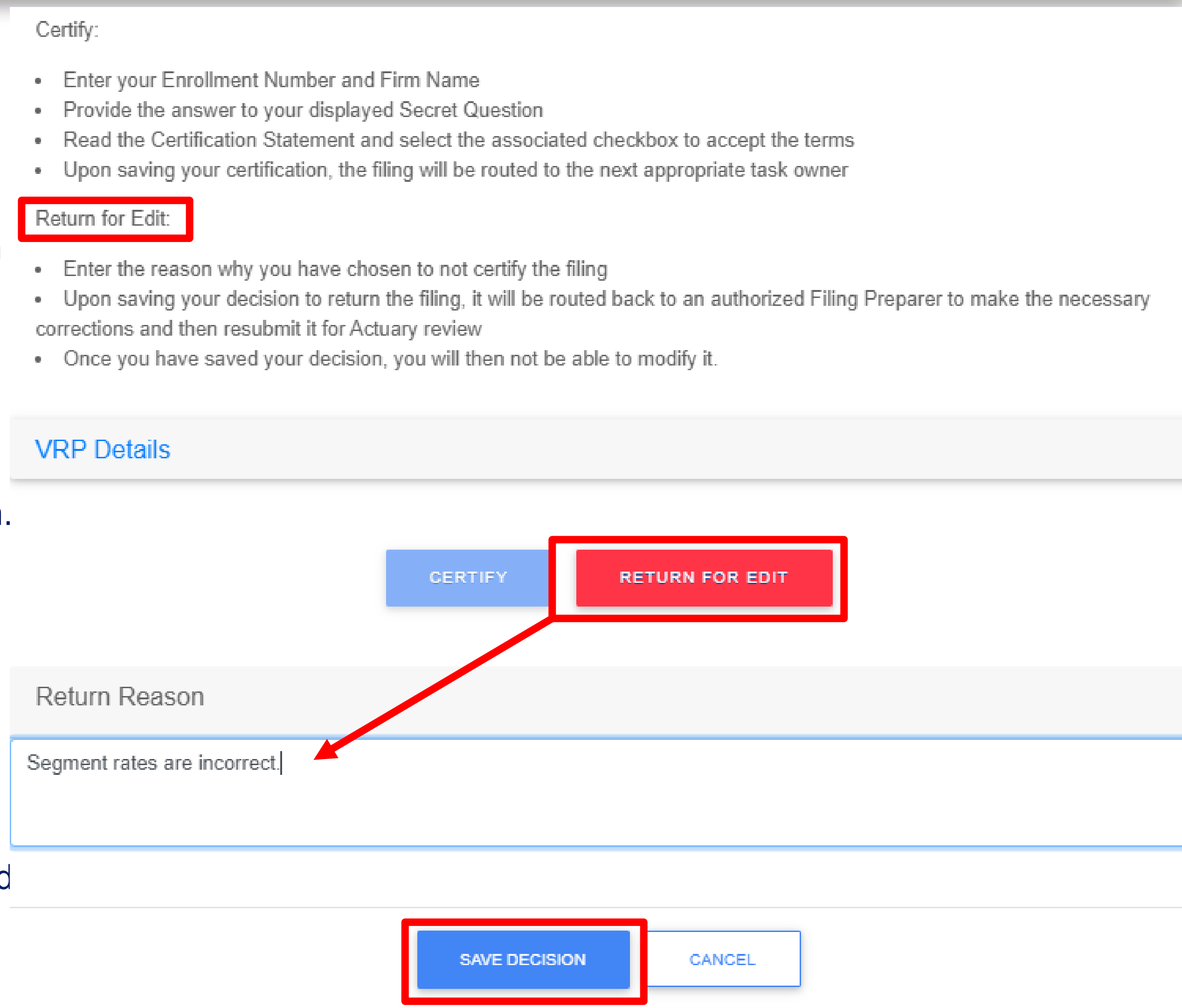
Review, Return for Edit, Certify and Submit a Filing

Actuary Return for Edit

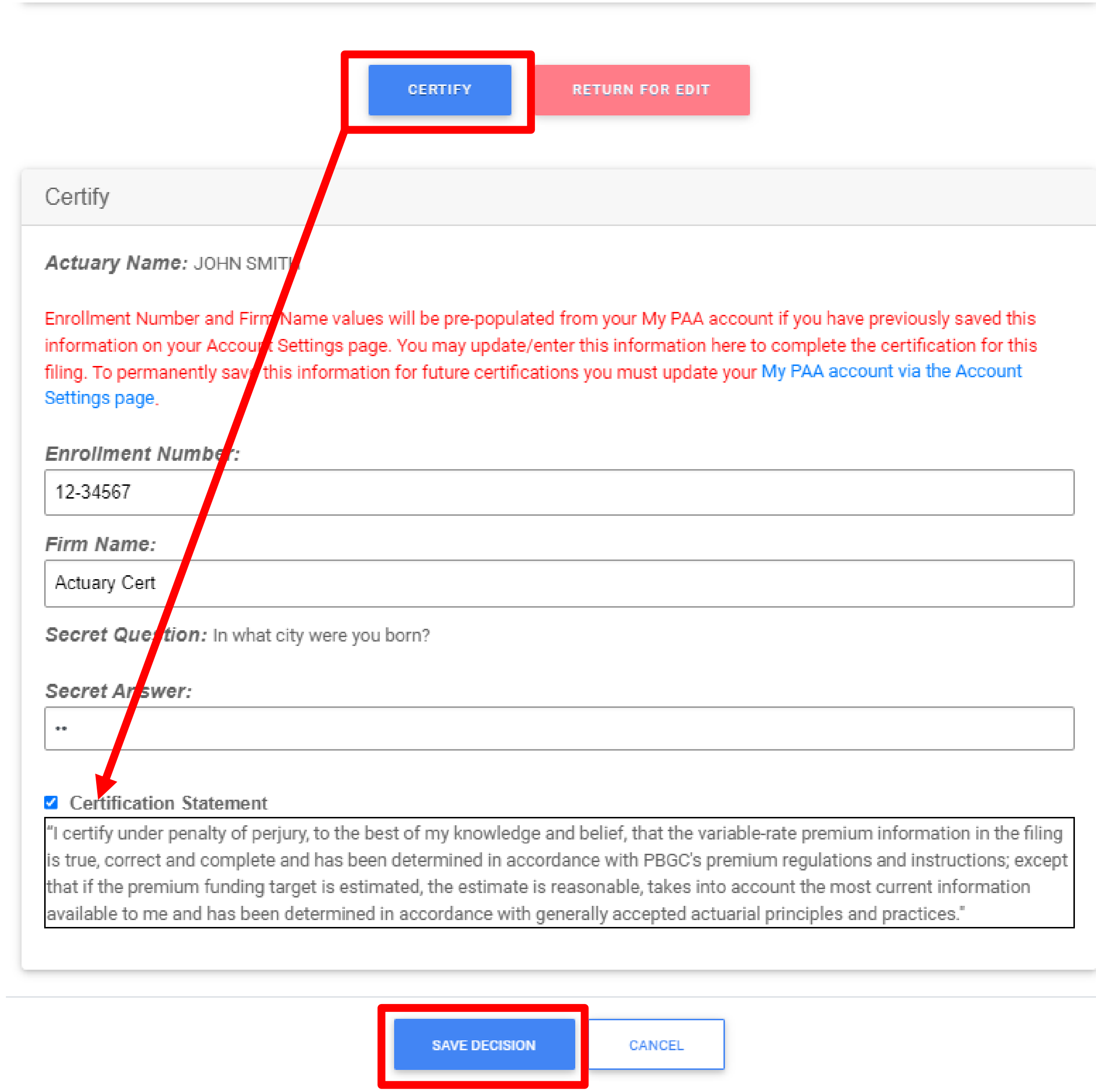
- If the Actuary wants to make a change to the Variable-rate Premium details, select the "RETURN FOR EDIT" button, then a Return Reason text box will appear.
- The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the “SAVE DECISION” button.
- The filing’s status will be updated back to “Draft,” so that the Filing Preparer can make the necessary changes.
- If you selected the “RETURN FOR EDIT” button by mistake and you want to “CERTIFY” the filing, unselect “RETURN FOR EDIT” and you will be able to select the “CERTIFY” button.



Review, Return for Edit, Certify and Submit a Filing

Actuary Certification

- If the Actuary confirms that the provided Variable-rate Premium information is accurate, click on the "CERTIFY" button.
- Additional information will be required to continue:
  - Enrollment Number
  - Firm Name
  - Secret Answer to your Secret Question
  - Select the Certification Statement checkbox
- Once the CERTIFY section has been completed, click on the "SAVE DECISION" button.
- The filing's status will be updated to "Pending Payment Info," so that the Payment Preparer can complete their steps.
  - For step-by-step instructions please view the 'How to Submit a Payment' Demo



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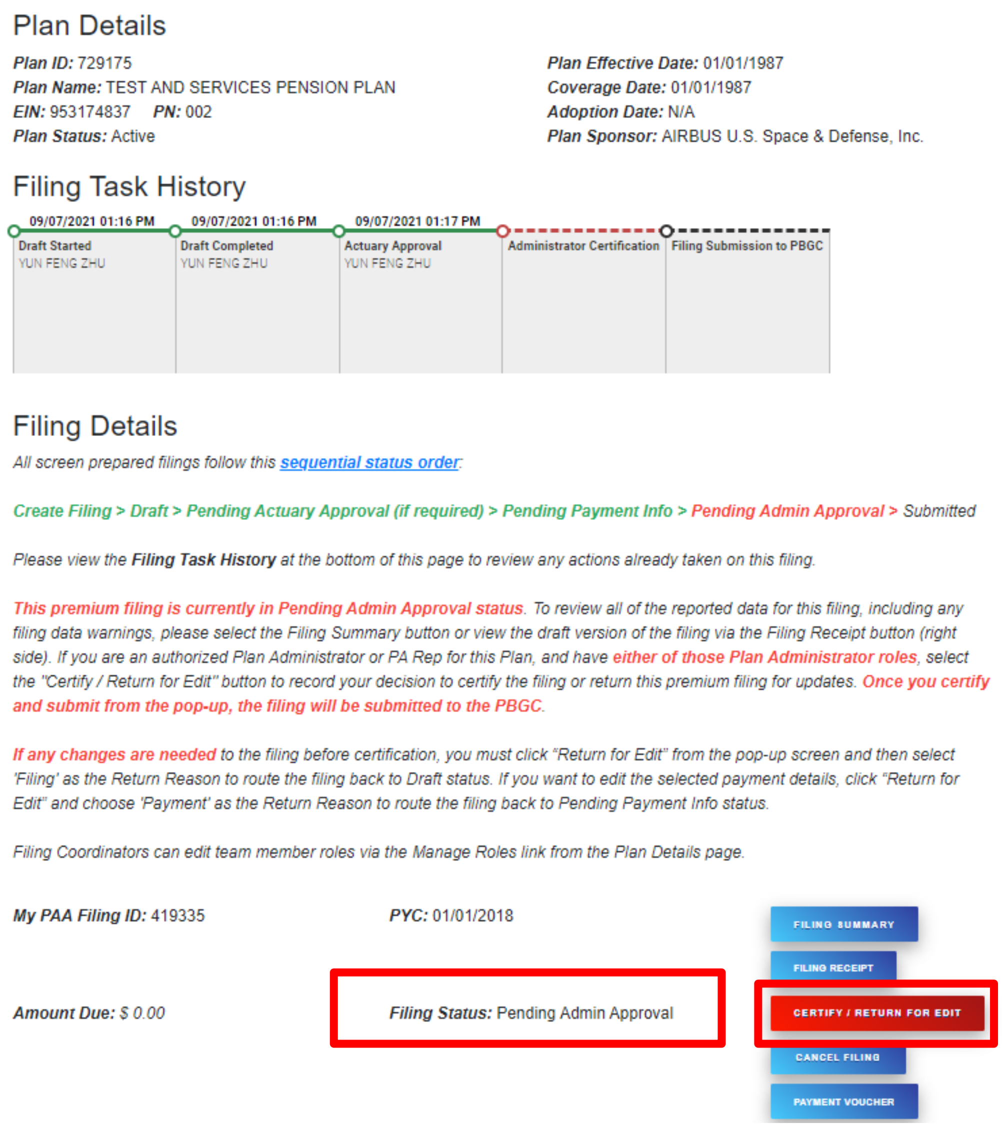
Certify / Return for Edit

as Plan Administrator

or Plan Admin Rep

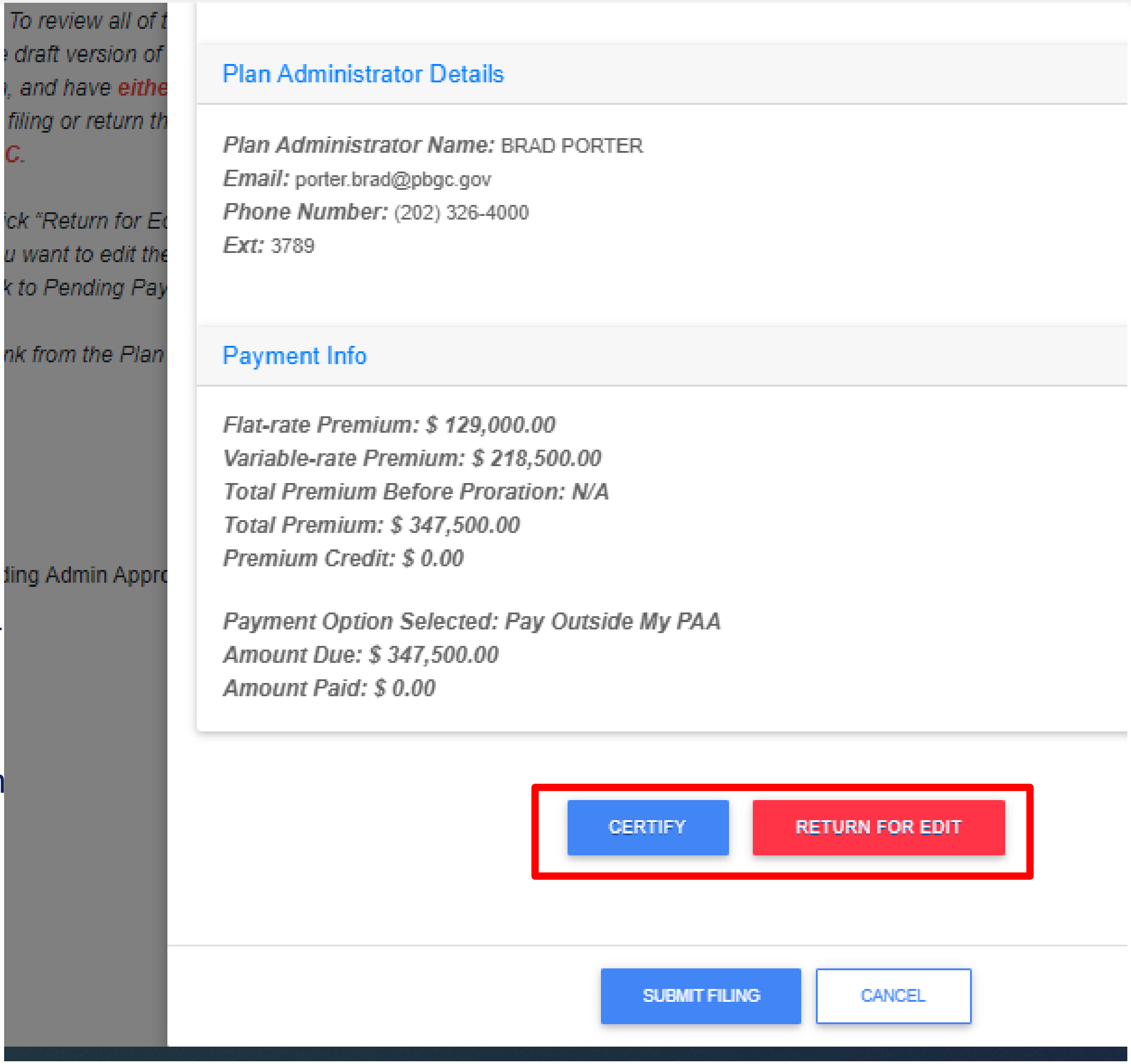
- Once the filing has been certified by the Actuary (if there is Variable-rate Premium data in the filing), and a payment option has been selected by the Payment Preparer, then the filing can be certified or returned for edit by the Plan Admin or Plan Admin Rep.
  - For further assistance with submitting a payment to PBGC view the “How to Submit a Payment to PBGC” demo.
- The filing status to complete this step must be “Pending Admin Approval.”
- From the Filing Details Page, click on the “CERTIFY / RETURN FOR EDIT” button.



Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit
as Plan Administrator
or Plan Admin Rep

- After the Plan Admin or Plan Admin Rep has reviewed the filing and payment details, they will either certify the filing or return the filing edits.
- If you are certifying as the Plan Admin Rep, the Plan Admin Details must be entered before continuing
  - Plan Admin Name (individual, not the entity or TPA), Email, Phone Number and Extension (if applicable).
- If the Plan Admin or Plan Admin Rep finds that the data is incorrect and must be edited, click on the red "RETURN FOR EDIT" button and continue to slide 12.



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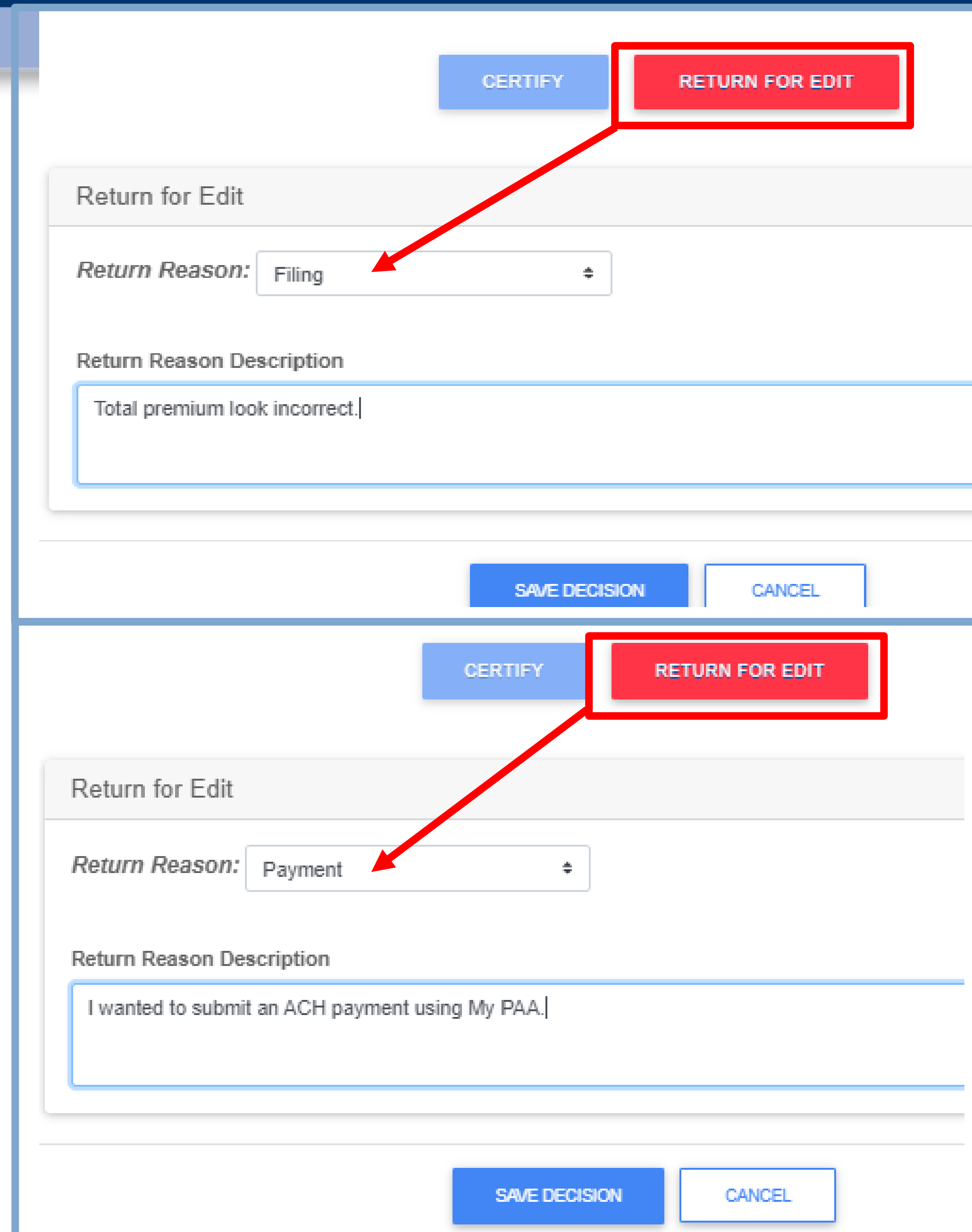
Review, Return for Edit, Certify and Submit a Filing

Plan Admin or Plan Admin Rep
RETURN FILING FOR EDITS

- If the Plan Admin or Plan Admin Rep decides to return the filing, a reason and description are required.
- If the edit is due to an issue with the filing (Return Reason = Filing), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
- If the edit is due to an issue with the payment (Return Reason = Payment), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- The status of the filing will not be changed until the Plan Admin or Plan Admin Rep clicks the “SAVE DECISION” button.



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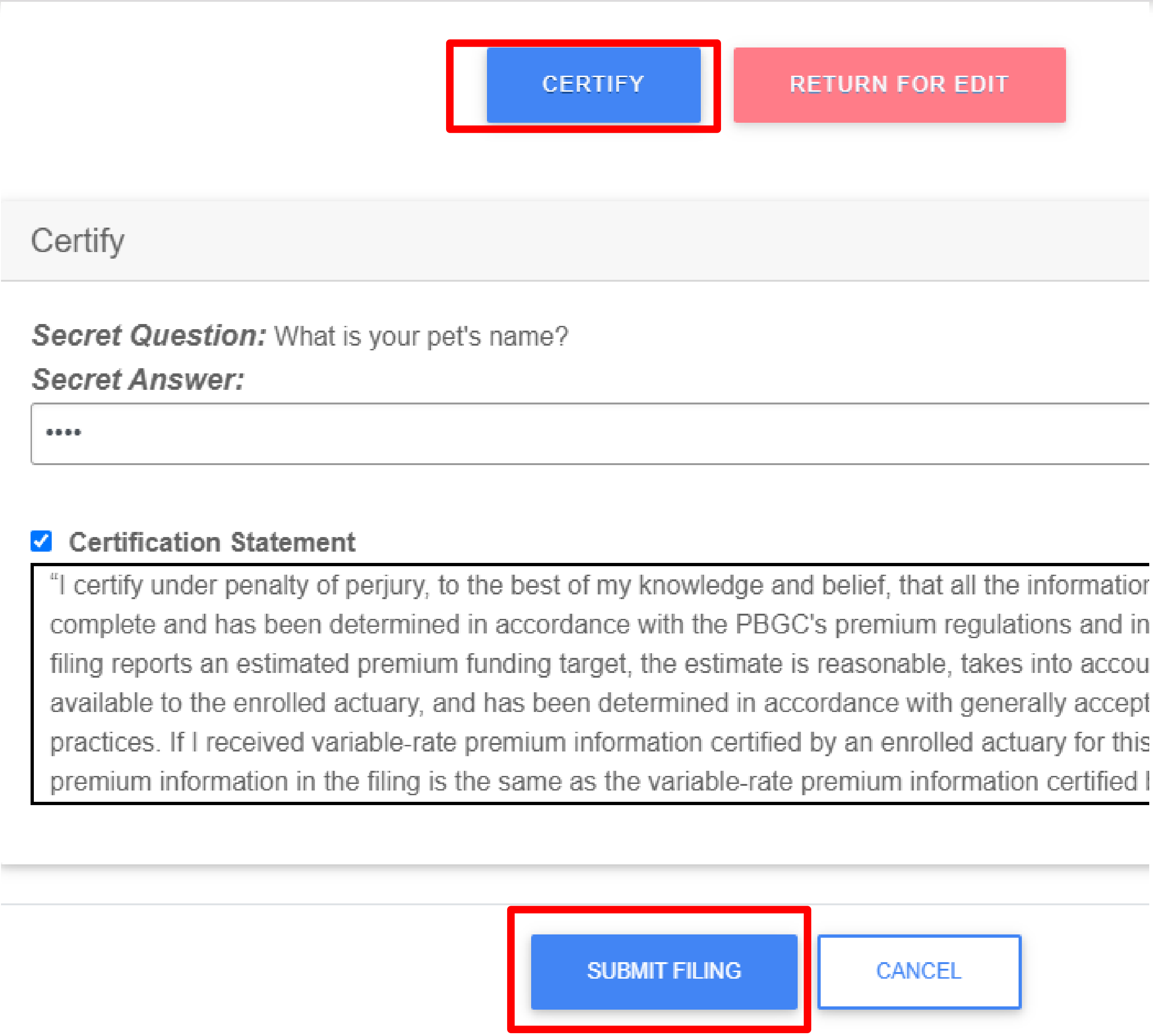
Plan Admin or Plan Admin Rep CERTIFICATION

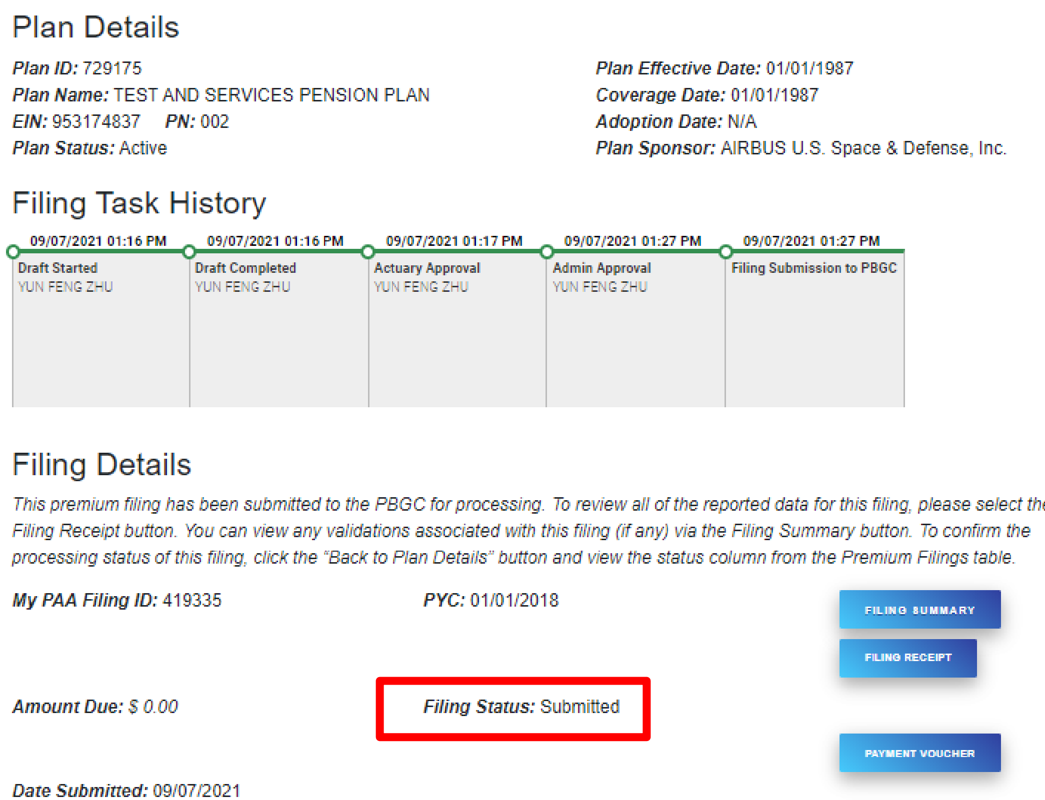
- If the Plan Admin or Plan Admin Rep confirms that the filing and payment information are accurate, click on the "CERTIFY" button.
- Additional information will be required before the Plan Admin or Plan Admin Rep can certify and submit the filing.
  - Secret Answer to your Secret Question
  - Select the Certification Statement checkbox
- Once the Approve section has been completed, click the "SUBMIT FILING" button to formally submit the filing to the PBGC for processing.
- You will be redirected to the Filing Details Page.



Review, Return for Edit, Certify and Submit a Filing

Filing Details Page

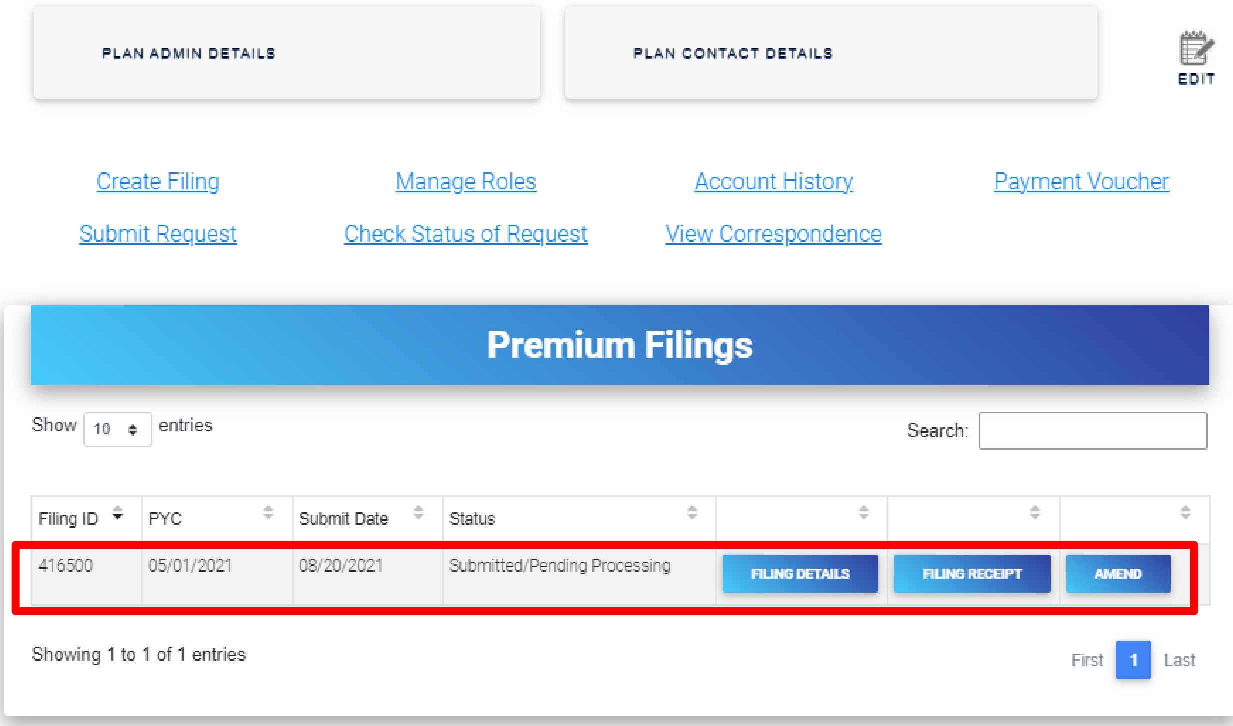
- The filing will be updated to “Submitted” status, and no further action is required from the plan at this time.
- After the filing has been submitted you can take three actions on the Filing Details Page:
  - Click the “Filing Summary” button to review the data on the filing that was just submitted to PBGC.
  - Click the "Filing Receipt" button to generate a PDF of the completed Comprehensive Premium Filing form for this filing
  - Click the “Payment Voucher” button to generate a PDF document of the payment voucher, if paying outside of My PAA



Review, Return for Edit, Certify and Submit a Filing

Plan Details Page

- You can confirm the submission of the filing on the Plan Details Page as well.
- Submitted status does not mean the filing is error-free. PBGC will perform another validation check after filing submission and the filing status will be updated accordingly:
  - Submitted/Pending Processing: Filing is pending processing; check back later.
  - Submitted/Successfully Processed: Filing has been processed and posted to the plan's Account History.
  - Submitted/Filing Errors: Possible errors have been found and a letter will be sent to the Plan Contact, which will be viewable on the View Correspondence Page.
  - Submitted/Deleted: Submitted filing has been replaced by an amended filing or deleted by PBGC.



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